



Public Safety Supervisor

DESCRIPTION OF WORK:

This is first-line supervisory or managerial law enforcement work at a University campus or other State facility. With full powers of arrest, employees enforce the laws of the State and the United States Government. Employees have law enforcement authority ranging from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves supervision and/or management of a unit of officers or other departmental personnel in their responses to routine calls, emergencies, and other law enforcement services provided. Employees evaluate appropriateness of officer responses; designate assignments; direct needed resources; and interpret laws, ordinances, and department policies and procedures. Duties may include orientation and training of officers, inspections of officers and/or other departmental personnel on a shift, conducting pre-shift briefings, review of all reports and investigations accomplished during a shift, activity coordination, discipline, conducting performance reviews, and providing input concerning operational planning.

EXAMPLES OF COMPETENCIES:

CONTRIBUTING:

- **Squad/Department Management:** Ability to manage and direct employees in general patrol and traffic enforcement and investigative work.
Knowledge of staff availability, skills and resources to make assignments.
Ability to establish employee work expectations and review and assess squad performance based on standards.
- **Technical Knowledge:** Advanced knowledge of criminal and traffic laws to ensure consistent enforcement of criminal and traffic laws by staff.
Knowledge of investigative techniques and case preparation requirements for complex and sensitive traffic and criminal cases.
Knowledge of the standard law enforcement equipment, its care, and safe use according to Department General Orders in order to conduct inspections.
- **Communication Skills:** Ability to effectively communicate with staff daily through interpersonal interactions and written documentation.
Ability to employ formal conflict resolution and mediation skills.
- **Organizational Awareness and Commitment:** Ability to recognize emerging issues and inform chain of command.
- **Problem Solving:** Ability to assist officers with difficult or unusual situations.
Ability to analyze and resolve problems through informal discussions and formal procedures.

JOURNEY

- **Squad/Department Management:** Ability to obtain resources to assist with investigations as needed.
Understanding of standards to schedule staff to respond to crime trends.
Ability to identify educational needs of staff; ability to teach or instruct others.
- **Technical Knowledge:** Knowledge of steps in process to follow up case assignments.
Ability to determine case priority level.
Ability to develop and maintain a plan to confirm accountability, condition and officer proficiency with squad and individual equipment.
Ability to identify, investigate, and recommend corrective action for internal affair investigations.
- **Communication Skills:** Ability to research and prepare written analysis of comprehensive issues and prepare and conduct presentations.
Ability to disseminate, interpret and explain policy and procedures.
- **Organizational Awareness and Commitment:** Ability to research and write operational policy and procedures.

- **Problem Solving:** Ability to improve operations and streamline work processes.

ADVANCED

Squad/Department Management: Ability to establish performance standards.

Ability to develop inspection/monitoring system to check compliance.

Understanding of operational standards and ability to identify operational errors and recommend actions to correct.

Technical Knowledge: Ability to monitor preliminary and follow-up investigations for compliance with legal procedures and departmental policy.

Ability to assess training needs for effective operation of equipment.

Knowledge and management of community policing efforts.

Communication Skills: Ability to interpret new laws, ordinances, rules, and policies for staff and confirms understanding of same.

Ability to respond in a timely and appropriate manner to internal and external communications.

- **Organizational Awareness and Commitment:** Ability to formulate and implement policy for division. Ability to identify measures and indicators of performance and identify actions needed to improve or correct performance relative to goals.
- **Problem Solving:** Ability to analyze division operations through sampling, on-scene observation, and surveys and recommend changes.

MINIMUM TRAINING AND EXPERIENCE:

Graduation from high school or possession of a high school equivalency certificate and three years of law enforcement experience.

NECESSARY SPECIAL QUALIFICATIONS:

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.

Degrees must be received from appropriately accredited institutions.